

## **Minutes**

### **MONROE COUNTY AIRPORT AUTHORITY**

#### **REGULAR MEETING**

**July 20, 2016**

#### **Present:**

James G. Vazzana, Esq., Chairman

Hon. John J. Howland

Hon. Cynthia Kaleh

John J. Perrone, Jr.

Susan Keith

Hank Stuart

#### **Excused Absence:**

R. Thomas Flynn, Vice-Chairman

#### **Others Present:**

Michael Giardino                      Director of Aviation

Michael E. Davis                      Secretary

Donald L. Crumb, Jr. Esq.           Assistant Secretary

Maryanne Fedison                   Assistant Treasurer

Meeting was called to order by the Chairman @ 12:08 PM

Prior to the meeting starting board members were given a tour of the Employee Access Control Point & Airport Badging Office.

Federal Security Director Bart Johnson and Assistant Federal Security Director John McCaffrey presented a Transportation Security Administration (TSA) brief to MCAA Board Members and Airport Staff. The presentation did include Security Sensitive Information (SSI). For this reason, the board entered into Executive Session.

#### **Executive Session Commenced**

A motion was moved by Member Stuart and Seconded by Member Keith to enter into Executive Session. The motion passed unanimously 6-0.

#### **Transportation Security Administration (TSA) Briefing**

Federal Security Director Bart Johnson and Assistant Federal Security Director John McCaffrey provided the board an update on Airport Security.

#### **Executive Session Concluded**

A motion was moved by Member Stuart and Seconded by Member Keith to conclude Executive Session. The motion passed unanimously 6-0.

#### **Approval of the Minutes from May 25, 2016**

The minutes were approved with changes as recommended by Member Perrone. A motion to accept the minutes was moved by Member Keith and seconded by Member Stuart. The motion passed unanimously 6-0.

#### **Treasurers Report**

Assistant Treasurer Fedison reported that there are two (2) reports today to go before the Board. The statement for travel and business had twenty-six (26) related expenses for the reporting period totaling \$3,118.00. The business/travel expenses were submitted within the required 10 days (with the exception of 2 that were submitted on

automatic tolls past 10 days) and with appropriate supporting documentation and no expenses submitted were rejected. A motion to accept the travel and business report was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 6-0.

The statement for credit card usage by the Director was presented for the reporting period of May and June 2016 with twenty-four (24) charges totaling \$3,137.00. The credit card expenses were submitted within the required 10 days and with appropriate supporting documentation.

A motion to accept the credit card usage report was moved by Member Keith and seconded by Member Perrone. The motion passed unanimously 6-0.

#### **Audit Committee Report**

Presented by Member Perrone.

**Authorize Expenditure in an amount not to exceed \$50,000 for a Professional Services Contract with Stephen Baldwin Associates for services pertaining to the New York State Economic Development & Revitalization Solicitation Grant Application for the Monroe County Airport Authority at the Greater Rochester International Airport**

Administrative Director Giardino stated that NYSDOT Commissioner Driscoll informed Airports on May 27, 2016 that we had until July 1, 2016 to submit a \$40 Million proposal to transform the ROC Airport into the 21<sup>st</sup> Century Airport. Airport officials worked aggressively on a short time line with consultant Stephen Baldwin & Associates on the application. The fee has exceeded the Director's authority to expend funds and therefore board approval is required for funding. The Administrative Director apologized for this but added that \$50,000 spent to produce \$40 Million was warranted. Chairman Vazzana acknowledged there was no need for an apology that the proposal put forth was exceptional. A motion to approve and authorize was moved by Member Kaleh and seconded by Member Perrone. The motion passed unanimously 6-0.

**Authorize Expenditure in an amount not to exceed \$1,000 for Bronze Sponsorship at the 2016 New York Aviation Management Association (NYAMA) Fall Conference & Exhibit Show**

Administrative Director Giardino stated that the Annual NYAMA fall conference is being hosted in September on Long Island. It is the 40<sup>th</sup> Anniversary of NYAMA and ROC wishes to sponsor the annual event at the Bronze \$1,000 level. A motion to approve and authorize was moved by Member Perrone and seconded by Member Howland. The motion passed unanimously 6-0.

#### **Traffic Report**

Administrative Director Giardino noted that the Traffic report was included in the electronic web meeting and that board members may review those graphs at their own leisure. It was noted that June 2016 enplanements were up 7.2% over June 2015.

#### **Director's Report**

Administrative Director Giardino passed on the Director's report in the essence of board members time and the length of the TSA Briefing.

#### **Other Business**

No other business was presented.

Meeting was adjourned @ 1:03 PM

The next Board Meeting is September 21, 2016.

Respectfully Submitted,



Michael E. Davis, Esq.

Secretary

Dated: July 28, 2016

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 10 of 2016**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$50,000 FOR A PROFESSIONAL SERVICES CONTRACT WITH STEPHEN BALDWIN ASSOCIATES FOR SERVICES PERTAINING TO THE NEW YORK STATE ECONOMIC DEVELOPMENT & REVITALIZATION SOLICITATION GRANT APPLICATION FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$50,000 on behalf of the Monroe County Airport Authority for professional services provided by Stephen Baldwin Associates pertaining to the New York State Economic Development & Revitalization Solicitation Grant Application.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2016

Vote: 6-0

I, Michael E. Davis, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 20, 2016.

Dated:

  
Michael E. Davis, Esq., Secretary

**MONROE COUNTY AIRPORT AUTHORITY**

**RESOLUTION NO. 11 of 2016**

**AUTHORIZE EXPENDITURE IN AN AMOUNT NOT TO EXCEED \$1,000 FOR  
BRONZE SPONSORSHIP AT THE 2016 NEW YORK AVIATION  
MANAGEMENT ASSOCIATION (NYAMA) FALL CONFERENCE AND EXHIBIT  
SHOW FOR THE MONROE COUNTY AIRPORT AUTHORITY AT THE  
GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT  
AUTHORITY, as follows:

Section 1. The Administrative Director of the Monroe County Airport Authority is hereby authorized to expend an amount not to exceed \$1,000 on behalf of the Monroe County Airport Authority for a Bronze Sponsorship of the 2016 New York Aviation Management Association (NYAMA) Fall Conference and Exhibit Show to be held September 13 -15, 2016 on Long Island, NY.

Section 2. This resolution shall take effect immediately.

ADOPTION: Date: July 20, 2016

Vote: 6-0

I, Michael E. Davis, Esq., Secretary,  
Monroe County Airport Authority, do hereby  
certify that the within Resolution was duly  
adopted by the Monroe County Airport  
Authority at a General Meeting held July 20, 2016.

Dated:

  
Michael E. Davis, Esq., Secretary